



BOARD OF CORRECTIONS

**POLICY NUMBER: 20-13**

SUBJECT: Offender Co-Payment Program for Health Care Services

DATE: January 1, 2012

- 20-13.1 **POLICY** The Board of Corrections supports an offender co-payment program for health care services to be administered in accordance with Code of Virginia §53.1-32 and with departmental operating procedures and requiring the following elements:
1. Written procedures shall govern the health care co-payment program and, at a minimum, specify the following information:
    - a. Health care services which are subject to fees
    - b. Fee amounts
    - c. Payment procedures
    - d. Health care services which are provided at no cost
    - e. Fee application to medical emergencies, chronic care, and preexisting conditions
    - f. Written notification to offenders of proposed fee changes
  2. Offender payment for medical services shall be in accordance with set fees based upon only a portion of the costs of these services.
  3. Offenders shall be advised of health care services and payment procedures at the time of admission or orientation. Such orientation shall be acknowledged in writing.
  4. Written procedure and practice shall provide that no offender will be denied access to medically necessary services based upon ability to pay.
  5. A separate account or accounting process shall be established and used exclusively for the deposit and disbursement of health service fees. Fee collections and disbursements shall be governed by generally accepted accounting principles.
- 20-13.2 **AUTHORITY** Code of Virginia, Sections [53.1-32](#), Treatment and control of prisoners; recreation; religious services
- 20-13.3 **REFERENCES**  
None
- 20-13.4 **IMPLEMENTING PROCEDURES**  
Operating Procedure 720.4 Co-Payment for Health Care Services
- 20-13.5 **EFFECTIVE DATE** January 1, 2012
- 20-13.6 **SUPERSESION** This is the first issue.
- 20-13.7 **REVIEW DATE** This policy must be reviewed within two years of the effective date and updated as necessary.

*Adopted by the Board of Corrections on November 16, 2011.*

***Signature Copy on File***

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Peter G. Decker, III  
Chairman  
Board of Corrections